



[Daily Temperature and Symptom Log](#)

**Following the above flowchart:**

- Employees who are in self-quarantine may NOT be in BPS facilities.
- Employees self-monitoring may be in BPS facilities provided they have NO symptoms including fever.
- ALL employees should currently be practicing physical distancing.

**Employees who have tested positive:**

- You may return to work after **all three** of these have happened:
  - No fever for at least 72 hours (3 days) without the use of medication that reduces fevers (ibuprofen or acetaminophen)
  - Other symptoms have improved (cough, shortness of breath)
  - At least 7 days have passed since your symptoms first appeared

**Building Monitoring:**

All employees entering buildings need to check in on the [Google Form](#) for the building entering. Please document locations visited in the building so custodial staff is aware and able to disinfect those locations.

**Family First Coronavirus Response Act:**

If an absence is related to COVID-19, the Federal Families First Coronavirus Response Act includes additional sick and family leave that an employee may be eligible to use for specific reasons.

If emergency leave qualifies under the following guidelines, notify your Administrator/Supervisor, select the applicable COVID-19 absence reason as COVID-19 in either iVisions, Web Clock or Absence Management, and complete the proper paperwork in [TalentEd Records](#) (under Blank Docs). Employees unable to work, including telework because of the following guidelines are eligible:

1. Employee is subject to Federal, State or local quarantine or isolation order related to COVID-19.
2. Employee has been advised by a health-care provider to self-quarantine related to COVID-19.
3. Employee is experiencing COVID-19 symptoms and is seeking a medical diagnosis.
4. Individual is caring for an individual subject to an order described in (1) or self-quarantined as described in (2).
5. Employee is caring for their child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons.
6. Employee is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services.

For HR questions, including regarding FMLA, please contact [Paulette Kerzmann](#) at (701-323-4072).